Auxiliary AR/Billing Queries

Updated 05/01/2019

Note: This list is accurate as of the date of update and reflects the queries most frequently used by auxiliary departments using the OMNI AR/Billing system. It is not a full list of available queries. Contact ctl-auxiliaryaccounting@fsu.edu if you feel you have a question not addressed by these queries. Management review queries are covered separately. All queries are in the folder AUXILIARY.

Area	Query	Description	Example Inquiry
AR	**FSU_AUX_AGING_BY_DPT_ASOFDT**	Reports aging activity within AUX01 business unit. Bill Source is a field. Prompts user to enter an "As Of" date. Optional prompts include selling dept ID, fund, customer ID, item (invoice) ID, and customer name (all with % wild card). User can create pivot table with data to group into standard aging format.	What is the age of all of my receivables?
AR	**FSU_AUX_CUST_HIST**	Item history with customer prompts. Includes all item history for prompted auxiliary customer.	What items have recently been paid for this customer? What payments has this customer recently made? What activity took place between these dates for this customer?
AR	**FSU_AUX_CUST_CONV_DISP**	Auxiliary Customer Conversations indicating that a customer disputes the charge or believes the item should be closed.	What items/invoices has Auxiliary Accounting marked as disputed by the customer?
AR	**FSU_AUX_CUSTOMER_CONV**	Auxiliary AR/Billing customer conversation history with customer prompt.	Have any conversations been entered for my customer?
AR	**FSU_CTRL_AUX_PAYMENT**	Returns payment data keyed by Auxiliary Accounting staff associated with customer, bank account, status, and other useful fields (business unit AUX01; external bank account). Use to review payment information including to identify payments keyed to external bank	What payments has my customer made lately? What item was this payment applied to?

Area	Query	Description	Example Inquiry
BI	**FSU_AUX_BILL_NOT_INV**	Find bills not yet invoiced. Prompted by bill status and bill source.	What bills are in OMNI that I haven't yet invoiced? What status is each bill in? What is the information associated with a specific bill?
BI	**FSU_AUX_BI_BILLS_NOT_RDY**	Review auxiliary bills not invoiced and not in ready status. Bill source is prompted.	What bills do I need to address prior to the bill cycle to ensure timely billing? Are there any bills for my bill source that aren't ready?
BI	**FSU_AUX_BI_PRE_AP_CHECK**	Query to check Auxiliary Internal Billing data for accurate Voucher creation. Not prompted, filter for bill source.	What bills will generate errors in AP if I don't address before the bill cycle? Are there any bills in my bill source that will fail in AP if not corrected?
BI	**FSU_AUX_BILL_INV_RVW**	Identify hold, ready, invoice bills by line of business, customer, contract, etc., . Bill status, bill source, and customer ID are prompted.	What bills have I invoiced? What bills have I invoiced for a specific customer?
BI	**FSU_CTRL_AUX_BI_INTFC_TBL**	Used to review AUX data upload into billing via spreadsheet upload. Prompt is Bill Source. Shows interface errors if applicable for each row.	Do my bills that I just uploaded match what I have on my upload spreadsheet? What bills will interface when I process this interface ID? What interface errors exist?
BI	**FSU_AUX_INV_UNPAID_INTRN**	Invoices that failed in AP and need to be credit/rebilled for resolution. Unpaid internals = internal AR. Auxiliary Accounting provides this list at the end of each bill cycle.	Are there any bills in my bill source that will remain unpaid if I don't take action to credit/rebill?
BI	**FSU_DPT_AUX_INVOICE_REVIEW**	This query can be used by departments wishing to review all Auxiliary AR/Billing data for their department(s). Includes date voucher/payment was issued, invoice amount, invoice lines, description, product identifier, customer ID, PO number, PO department	A department asked me to help them research my bill. What tools should they use? How can departments find their billing data?

Area	Query	Description	Example Inquiry
		ID/Fund/Account/Project/CF1,2,3; Bill Source; Budget Manager; and Project Manager. Prompts: Department ID, Fund Code, Project, Supplier ID, Invoice, and PO number w/%.	How can departments see which bills have been associated with which PO?
BI	**FSU_AUX_BI_CREDITS**	Lists credit invoices. Shows all credit bills in various statuses, not just invoiced credits.	What credit bills have my staff created this month?
BI	**FSU_AUX_BI_HOLD**	Lists invoices in HLD (hold) status. No prompts. Review for invoices in hold for your bill source and determine the action needed.	What invoices are in HLD status for my auxiliary?
BI	**FSU_AUX_BI_ADJUST**	Lists bills that have had adjustments (credit/rebills) generated. All statuses. No prompts.	What bills have had credits/rebills/adjustments of any type?
BI	**FSU_AUX_SR_BILLABLE_ACT**	Lists bills awaiting Sponsored Research's approval. No prompts.	What bills for my bill source are awaiting Sponsored Research approval?
CA	**FSU_AUX_CA_DETAIL**	View contracts by line of business or customer, or view individual contract lines. Used for general info and error reporting.	How many amendments are on this contract? What products am I billing on this contract? What is the status of this contract?
CUST	**FSU_CTRL_AUX_CUST**	Review Aux Customer Information (set id = AUXSH) including associated contacts.	Is this customer set up? What is the contact sequence number for my preferred contact? What is this customer's email address? Is this a Foundation or an Internal customer? What is the customer ID for this customer?
PO	**FSU_AUX_PO_DTL**	Find PO information for billing and contracts; returns only internal PO's with prompts.	What PO's exist for my vendor? What is the detail on a PO a customer is referencing? Is this PO/PO line valid?

Area	Query	Description	Example Inquiry
PO	**FSU_AUX_REQUISITIONS**	Find requisition information for billing; returns only internal requisitions with prompts.	What requisitions have been entered for my vendor? Where are they in the process? What requisitions have not yet been approved?
PO	**FSU_CTRL_AUX_PO_ENC_EXP_1**	Find encumbrance balance information. With prompts. Filter for vendor/supplier or buying department ID as appropriate.	How much is left on this PO and PO line?